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ABSTRACT

The Bethlehem Area Chamber of Commerce (Pennsylvania) developed a model network of nine Lehigh Valley Chambers of Commerce and two literacy coalitions to improve the literacy levels of a two-county area work force. A literacy coordinator conducted the following activities: (1) publicized program provider information; (2) encouraged company-based training; (3) conducted literacy assessments; and (4) arranged cooperative ventures between companies and providers. Half the project year focused on a corporate-sponsored free General Educational Development (GED) test. Agencies, companies, and providers pooled their resources to supply GED testing to deserving adults. Two replicable products were developed in the project: (1) a literacy sensitivity training session introduced human resource personnel, supervisors, and business managers to basic skills instruction; and (2) a GED Days manual described free GED testing and allowed for replication. Other project activities were as follows: 2 new worksite programs were established; 282 organizations participated in literacy activities; 2 literacy audits were conducted; 174 individuals received a free GED test; 200,000 GED brochures were distributed; and a GED project manual and a Literacy Sensitivity Training Seminar manual were distributed. The project emphasized regional planning, involving existing providers and other organizations. (Five appendices are included: organizational involvement; dissemination; literacy audit instruments; advertisement for the free GED testing project; and publicity.) (Author/NLA) (NLA)

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LEHIGH VALLEY CHAMBER NETWORK PROJECT
1990-91

Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, Pennsylvania 18018
215-867-3788

Kenneth H. Oaks, President
Richard L. Strain, Executive Director
Joan K. Lipiec, Literacy Coordinator

Grant #98-1043
$25,800

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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ABSTRACT

The Bethlehem Area Chamber of Commerce was awarded a grant to develop a model network of nine Lehigh Valley Chambers of Commerce and two literacy coalitions to improve the literacy levels of a two-county area workforce.

Through a part-time literacy coordinator, the chambers received support in publicizing program provider information; educating companies about the need for training; conducting literacy assessments; arranging joint events and cooperative ventures between companies and providers.

Nearly half of the project year focused on a Lehigh Valley-wide corporate-sponsored free GED test. Agencies, companies and providers pooled their resources to supply GED testing to deserving adults. Two replicable products were developed in the project. A literacy sensitivity training session was designed to introduce human resource personnel, supervisors and business managers to the need for basic skills instruction. In addition a GED Days manual was written to fully describe the free GED testing and to allow for replication.

At the close of the project, 282 organizations had participated in literacy activities; two new worksite programs had been established; two literacy audits had been conducted; 174 individuals received a free GED test, sponsored by area companies; 200,000 GED brochures had been produced and distributed; a GED project manual and a Literacy Sensitivity Training Seminar manual had been produced and distributed. Perhaps the most far-reaching consequence of the project was a

movement toward regional planning, involving existing providers and other newly interested organizations.

INTRODUCTION

Background and Rationale

In 1989-90 the Bethlehem Area Chamber of Commerce took a leadership role in business-education partnerships through its Section 353 workforce literacy project. The first of its kind, the project successfully organized a strong network of businesses, agencies and providers to improve the quality of the workforce.

The 1990-91 project was designed to achieve the next step by involving nine Lehigh Valley Chambers of Commerce in promoting basic skills training. It sought to improve the skills of the workforce through a regional approach to publicity, student recruitment and referral and on-site classes. It also expected that companies would have more information about their employees' training needs and provider services. It would further provide more opportunities for cooperation among providers.

The project strategy includes a literacy coordinator to serve as the nucleus of the activities, linking business people, educators and other organizations to each other to move toward a common goal.

Objectives

The goal of this program was to organize a strong, active, regional network of 3000 businesses, unions, service organizations and basic skills providers, united to meet the

workforce needs of the Lehigh Valley. The regional network developed through the commitment of cooperating Chambers of Commerce, was to meet the following objectives:

1.0 Chamber of Commerce business members (3000+) will become knowledgeable about the basic skills needs of adults and the services available in the Lehigh Valley as evidenced by:

-positive responses from a final report completed by the Executive Board and/or Director of each participating Chamber

-a doubling of the number of companies participating in literacy-related activities such as information inquiries, committee seat, event participating, resource usage

2.0 Company involvement in workforce education/training programs will increase as evidenced by:

-25 companies securing basic skills training for their employees through referral to existing providers

-2 additional worksite programs established at companies

3.0 Local chamber resources to respond to literacy needs in the workplace will be increased through:

-the establishment and periodic update of a small library of adult basic skills information and brochures at each participating Chamber

-the development and implementation of a literacy sensitivity training package aimed at business managers, supervisors and human resource personnel

4.0 The knowledge and skill levels of Lehigh Valley adults (employed and unemployed) and their ability to secure training or certification will be increased through a regional GED awareness and testing campaign, through the:

-production and distribution of at least 200,000 Lehigh Valley-specific GED brochures

-a doubling of the number of adults (from 500 to 1,000) annually registering for the GED at the five Lehigh Valley testing centers

-an increase of 50% in the number of adults annually receiving GED certification

5.0 Cooperation of Lehigh Valley chambers of commerce, other agencies and organizations, literacy coalitions and individual providers will be increased through:

-a joint meeting of the Lehigh and Northampton County Coalitions

-a joint business-literacy event

-the pooling of individual Rotary Club literacy-targeted funding into a single effort to enhance workforce literacy

6.0 The entire Valley's awareness of workforce literacy needs, programs, resources and activities will be increased through the production of a tabloid supplement to the Morning Call newspaper's readership of 200,000.

Time Frame

Activities for the project occurred between August 1989 and June 1990 in six phases. In the original plan, Phase I- Preparation Activities - was intended as a startup between July 1 and August 30. Phase II - GED Testing and Awareness Activities- would also begin July 1 and continue through December.

In fact, project approval was not received until August 1st, thus delaying the preliminary activities which would lay the groundwork for cooperation among the Chambers. Fixed time slots for the free GED testing program required that efforts be devoted to it exclusively. Thus, Phases I and II of the time frame were essentially reversed.

Between August 1 and January 25, nearly every activity was directed toward the accomplishment of the valley-wide, corporate-sponsored free GED test, later known as "GED Days in the Lehigh Valley".

Phase III - Information Gathering and Exchange Activities-

was designed to acquire operational information about various chambers; network with state and national organizations; and determine the nature of activities/information best suited to each. Although planned for September and October of 1990, this phase was also affected by GED testing and postponed until February of 1991.

Phase IV - Network Building Activities - scheduled for November, December and January, was planned to acquaint companies with Valley literacy needs and programs, and to encourage their participation. Rather than winter, these activities occurred in early spring.

Phase V - Continued Development Activities - provided for a continuation of the previous phases through the end of April. This phase occurred on time and saw company visitations, audits, product development and coalition building.

Phase VI - Wrap-up Activities - Occurring during May and June, these were also conducted in a timely fashion. Here, products were field-tested or finalized and efforts devoted to how project activities might be continued.

Staffing

The project was directed by Joan Lipiec, who served a second year as Literacy Coordinator. Ms. Lipiec brought ten years of literacy experience to the project, having served as a teacher, coordinator and director of adult basic and community education programs. Prior experience with education, corporations and consulting also gave her a strong background in publicity,

training, planning, evaluation and grantsmanship.

Gail Mrowinski assisted the coordinator through the GED testing phase of the project. Formerly a counselor for Private Industry Council, she was knowledgeable about literacy and GED programs and services. She was involved in all facets of the free GED testing project: screening, registration, administration, reporting and recognition ceremony.

From the previous year's project, an Audit Team had been selected and gained experience in on-site company audits. Members of the team who provided this service during 1990-91 included the Chamber's Literacy Coordinator; Ms. Mrowinski (above); Linda Martin, Literacy Program Coordinator for Pen Argyl School District; and Maureen Cort, Workforce Literacy Coordinator for Northampton Community College. The team designed assessment procedures, developed assessment instruments, interviewed employees and provided feedback for the preparation of reports.

Because the free GED test was such a large part of this year's project, GED Committee members (See Appendix D) were extensively involved beyond planning - in publicizing the testing and arranging for practice test sessions. Directors of the five GED Testing Centers assisted in planning and conducting the testing as a group, in contrast to their usual independent operation.

Involvement of the Rotary Clubs would not have been possible without the efforts of two Rotarians: Dr. Susan Schuehler, Dean of Continuing Studies at Moravian College

(Bethlehem Rotary) and Joseph Kornfeind, President of Coplay Rotary Club. Both personally visited all thirteen Rotary Clubs and solicited support for the proposal to fund production of GED brochures.

The staffs of the Allentown-Lehigh County, Bethlehem and Two Rivers Area Chambers of Commerce devoted a significant amount of their daily time for three months responding to GED telephone inquiries.

Finally, the Chamber's Executive Director and its Education Committee all served as sounding boards and barometers of the project's activities and effects.

Audience(s)

The objectives and activities of the project were ultimately designed to benefit workers who lacked basic skills. Any organization that might have impact on this portion of the workforce may find the project worthy of replicating. More specifically, the following organizations could adopt/adapt one or more project activities: literacy providers, literacy coalitions, chambers of commerce and jaycees, regional or state departments of education, Private Industry Councils, service clubs, large companies and small business organizations.

Report Filing

Copies of this report will be kept on file for five years at the following locations:

Division of Adult Basic and Literacy Education
Pennsylvania Department of Education
333 Market Street
Harrisburg, Pennsylvania 17126-0333

ERIC/ACVE
Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

AdvancE Resource Center
Pennsylvania Department of Education
333 Market Street
Harrisburg, Pennsylvania 17126-0333

Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, Pennsylvania 18018

PROJECT DESCRIPTION

The Problem

The Bethlehem Chamber of Commerce recognized that a skilled workforce is essential to the continued growth and development of the Lehigh Valley. Regional data paralleled national trends: increased number of women and Latinos entering the labor force-traditionally the undereducated and lower skilled.

Companies, on the other hand, are capitalizing on improved technology and management practices. Business leaders in the Lehigh Valley promote total quality improvement ("Quality Valley USA") and World Class Manufacturing as strategies for remaining or becoming internationally competitive. Typically their training programs are constrained by limitations in employees' basic skills.

Yet businesses and workers continue to remain largely unaware of the imminent need for literacy education and the means for securing it. Companies also lack information on employee skill levels and educational attainments.

Literacy service providers have had insufficient resources, personnel, visibility and contacts to successfully approach the business community. The Chamber project sought to create linkages between company/worker needs and existing instructional programs. It further endeavored to conduct a large-impact activity and products with wide applicability.

During 1989-90, the Bethlehem Chamber conducted a year of successful literacy networking. While these activities were

primarily limited to its membership area, it became increasingly apparent that the need existed valley-wide. Other Chambers, with support, could assist in providing similar services.

This year's project, then, planned to meet a regional need with a regional effort and position. The Literacy Coordinator would be a vailable to all nine Chambers and their membership for assistance. The Chambers, in turn, would promote specific activities initiated by the Coordinator.

Goal

The goal of this project is to organize a strong, active, regional network of 3000 businesses, service organizations and basic skills providers, united to meet the workforce needs of the Lehigh Valley.

Objective 1.0

Chamber of Commerce business members will become more knowledgeable about the basic skills needs of adults and the services available in the Lehigh Valley (as evidenced by positive responses from the Director of each participating Chamber; and a doubling of the number of companies participating in literacy-related activities such as information inquiries, committee seat, event participation, resource usage).

Nine Chambers of Commerce serve what is typically regarded as the Lehigh Valley. They include:

*Allentown-Lehigh County
*Bethlehem
Emmaus
Hellertown-Lower Saucon
*Nazareth
Northampton
*Slate Belt
*Two Rivers
Whitehall

Of these, four (noted with *) have paid staff ranging from a part-time director to a director and eight staff members. The remainder operate with volunteer officers from their membership. Information was collected from Chambers regarding the nature of their organization and membership as well as the kind of services they might desire from this project (See Appendix A "Chamber Network Project Questionnaire).

Seven of the nine became actively involved in promoting literacy at various levels. The three largest Chambers-Allentown, Bethlehem and Two Rivers (Easton) - were extensively involved in Commercial Driver's License Awareness Training (See

Appendix A) and the free GED testing project later described in the report. The Northampton and Hellertown Chambers initiated literacy prsentations for businesspeople in their respective service areas.

Although not located in the Lehigh Valley, contact with the Schuylkill County Chamber also resulted in a literacy presentation to its Leadership Training program.

The Hellertown Chamber devoted time and manpower to distributing GED brochures and is considering application for a PDE adoption grant and/or a cooperative effort with local education agencies to install adult basic education classes locally.

The Nazareth Chamber, as well as those previously mentioned, carried newsletter articles on workforce literacy, CDL and GED training.

Appendix A provides a listing (Tables 2 and 3) and summary (Table 1) of companies participating in project activities. A comparison of 1989-90 and 1990-91 data shows a 71% increase in business involvement.

Impact of the project was felt on a much larger scale as well. Summaries of project activities were published in Pennsylvania's "Focus" newsletter and the American Council on Educations's "GED Items" newsletter. These resulted in inquiries from nineteen states and Canada, involving twenty-eight different programs. A summer issue of the Business Council for Effective Literacy's newsletter is expected to generate additional

requests.

Other local groups requested and received presentations on project activities as listed in Appendix B, Table 5.

In summary, response to the project was widespread and positive. Lehigh Valley Chamber of Commerce business members have, and will continue, to become more knowledgeable about basic skills needs and services. The objective stated the number of companies participating would double. Retrievable data indicates an increase of 71%. While this falls short of the objective, we are certain that the intent was exceeded.

Objective 2.0

Company involvement in workforce education/training programs will increase (as evidenced by 25 companies securing basic skills training for their employees through referral to existing providers; and two additional worksite programs established at companies.

Group presentations and followup, informational articles and personal contact formed the strategies for interesting companies in workforce training programs. The GED testing project also identified companies with employees desiring basic skills training.

Tables 2 and 3 in Appendix B itemize the nature and extent of company participation in training programs. Table 2 shows a total of eight companies which either referred their employees to existing providers or arranged for site classes. Table 3 documents small business classes held by Northampton Community College on college premises, involving fifty-two businesses.

During the spring of 1991, two organizations sought to conduct literacy audits with a portion of their workforce. The City of Bethlehem believed English as a Second Language and basic skills deficiencies existed within its two departments-Parks/Recreation and Public Works. General information was collected from the Personnel Director and ten supervisors from the departments. Results indicated that, while needs existed, they were isolated. Furthermore, on-site instruction would not be well-received nor attended by employees.

Victoria Vogue, a powder-puff manufacturer with approximately 100 employees, also had identified ESL and basic deficiencies among its plant staff. After meeting with the Human Resource Director, supervisors, Employee Council and Group Leaders, a formal assessment was scheduled and conducted. A three-person team of literacy specialists interviewed thirty employees to determine specific areas for training. Employees also completed questionnaires relative to training needs. The assessment focused on oral and written communication skills and computation. Instruments used in the assessment are found in Appendix C.

Finally, Sure-Fit Products, a slipcover manufacturer with 430 employees, has indicated ESL training needs. At the time of this writing, investigation of the need is underway.

It is expected that classes will be established at both manufacturing sites, thereby meeting the objective.

Objective 3.0

Local chamber resources to respond to literacy needs in the workplace will be increased through 1) the establishment and periodic update of a small library of adult basic skills information and brochures at each participating chamber; and 2) the development and implementation of a literacy sensitivity training package aimed at business managers, supervisors and human resource personnel.

Of the seven participating Chambers, only four have offices in which materials could be housed. As a result, the most appropriate method for establishing libraries was deemed to be a central location at the Bethlehem Chamber of Commerce. Here, research papers; examples of other literacy projects; government and private publications; videotapes and brochures were maintained. Participating chambers used any of these documents on a loan basis. Most popular were the CDL and literacy videotapes. The three largest Chambers received quantities of GED brochures to disseminate. In addition, the flyer "GED Services in the Lehigh Valley" (See Appendix E) was disseminated on a widespread basis at the close of the project.

The Literacy Sensitivity Training Seminar was developed to meet the second portion of the objective. It capitalizes upon the literacy sensitivity training conduct by ProJeCt of Easton and the AFL-CIO for union counselors. ProJeCt assisted in the development and field-testing of the package.

The manual, available from sources listed in the Report

Filing Section, outlines a short seminar - one to two hours- targeting human resource specialists, business owners and company supervisors. It seeks to create an awareness for the symptoms and consequences of functionally illiterate employees. It further suggests strategies for meeting needs. Sections included in the package are:

Introduction (background and history)
Seminar Overview (purpose, target audience, format, facilities & equipment, materials)
Conducting the Seminar (presentation, video, group discussion, questions & answers)
Handouts.

The package was disseminated to four states and other organizations on request. The Literacy Coordinator and other providers will use the seminar as the needs arises.

The requirements of this objective have been met.

Objective 4.0

The knowledge and skill levels of Lehigh Valley adults (employed and unemployed) and their ability to secure training or certification will be increased through a regional GED awareness and testing campaign (through the production and distribution of at least 200,000 Lehigh Valley-specific GED brochures; a doubling of the number of adults annually registering for the GED at the five Lehigh Valley testing centers); and an increase of 50% in the number of adults annually receiving GED certification).

The Lehigh Valley united to offer area residents a chance to take the GED test for free. During the week of November 10-17, 1990, 174 men and women, ranging in age from 17 to 67, were sponsored by members of three area chambers of commerce in this one-time special event.

Under the leadership of the Chamber's Literacy Coordinator, a valley-wide committee of business, education and service representatives planned for eight months.

Sixteen companies and one foundation contributed nearly $3000 to fund testing of the candidates (See Appendix A, Table 2). The Pennsylvania Department of Education loaned test booklets and GED Testing Service supplied answer sheets and scoring. Following a large press conference, several newspapers featured articles and one, the Morning Call, periodically ran a quarter-page ad with a response tear-off as a community service. Promotional flyers were distributed to thousands through employers, the local Private Industry Council and three Job

Service offices.

Five testing centers and their staff spent two months responding to inquiries and finally conducting testing. Nine instructional programs swelled to bursting with candidates desiring to improve basic skills. Area bookstores and libraries were inundated with requests for GED preparation books. Six agencies volunteered staff and space to conduct seven practice test sessions. The three area chamber staffs answered phones, provided information and pre-screened potential applicants.

A GED brochure was developed in conjunction with the project containing information about the test, local centers and instructional programs. Eleven Rotary Clubs interested in promoting literacy contributed $5000 to fund printing of 200,000 brochures that would outlive the project.

As a culminating event, the project honored 124 graduates (71.3% pass rate) at a special recognition ceremony on January 24, 1991. More than 400 graduates, families and friends, local officials, providers and sponsors were addressed by Pennsylvania's First Lady Ellen Casey. Scholarships were awarded to high scorers by Moravian College and Northampton Community College.

In addition to the materials located in Appendix D, a detailed project manual ("GED Days in the Lehigh Valley") was developed to assist other areas in replicating a free GED testing program. It has been sent to twenty-six organizations in eighteen states and Canada in response to their inquiries (see

Appendix B, Table 4).

The objective specified a doubling of the number of adults registering for the test. At this time, comparison data exist for 1989 and 1990, although 1991 figures should eventually be reviewed. Table 6 in Appendix D shows a seventeen percent increase overall in Pennsylvania. It woud seem, then, that th doubling goal of the proejct was overly ambitious. In fact, when considering data for just the Lehigh Valley, there was a twenty-seven percent increase - ten percent higher than the state's level - for the same two years.

The project was unable to secure data on the number of adults annually receiving certification. However, if using a pass rate norm of 70 percent, it would yield 513 completers in 1989 and 653 in 1990. This is a twenty-seven percent increase for one year. To be fair in determining impact, 1991 figures (not currently available) must be considered.

The entire project enjoyed an unprecedented level of support and cooperation. Its original goals - 1) to test a large number of individuals at no cost and 2) to increase public awareness of the availability of the test and instruction - were met. In addition, the need for additional GED instruction as a result of this program yielded cooperation of two existing providers and a new agency, the Allentown YWCA, to form a new class with United Way funding.

Objective 5.0

Cooperation of Lehigh Valley Chambers of Commerce, other agencies and organizations, literacy coalitions and individual providers will be increased through a joint meeting of the Lehigh and Northampton County Coalitions; a joint business/literacy event; the pooling of individual Rotary Club literacy-targeted funding into a single effort to enhance workforce literacy.

As can be seen in the previous objective, cooperation among businesses and other organizations reached great heights during the GED project.

This beginning undoubtedly sowed the seeds for later efforts to form a regional consortium. Concerned about the future of literacy upon project termination, the Bethlehem Chamber's Education Committee enlisted the help of Dr. John Christopher, PDE, to bring the Lehigh County and Northampton County Coalitions together to discuss mutual issues. Lehigh University offered to host these meetings.

Dr. Christopher took the concept a step further in proposing a five-county consortium. On two separate occasions, twenty-one representatives from sixteen provider organizations (See Appendix A for consortium roster) met to plan for consolidation of funding and administration. The Chamber's Literacy Coordinator, as a neutral yet involved party, was elected by the group to organize, chair and facilitate these meetings. While substantial progress was made, the group was forced to postpone further consolidation efforts until the Department of Education could

establish official guidelines. It was the Chamber's hope that this consolidation could continue the work of the project. Also, as a result of these cooperative efforts, Lehigh University is considering the establishment of a literacy institute for research and teacher education services.

The second portion of the objective, a joint business-literacy event, will come to fruition in October of 1991. The local chapter of the American Society of Training and Development, in conjunction with the three largest chambers, has planned a "Workplace Excellence Expo" to feature literacy and other training for area companies. The Bethlehem Chamber's Literacy Coordinator has been active in planning and publicizing the event and will also serve as ASTD's "Train America's Workforce" consultant.

Accomplishment of the last portion of the objective, pooling Rotary funds, was described in the previous section.

All components of the objective are deemed to have been achieved.

Objective 6.0

The entire Valley's awareness of workforce literacy needs, programs, resources and activities will be increased through the production of a tabloid supplement to the Morning Call newspaper's readership of 200,000.

It was not possible to complete this objective due to the extended amount of time devoted to the GED project. The objective was deleted midyear with the approval of the Pennsylvania Department of Education.

CONCLUSIONS AND RECOMMENDATIONS

By all stated measures, the project has achieved and exceeded its intentions. Its activities have resulted in a strong, active, regional network of businesses, service organizations, and basic skills providers, united to meet the workforce needs of the Lehigh Valley.

The GED project, which encompassed half of the year, is perhaps the best example of this cooperative effort. Its limited focus, clear-cut areas for involvement, and obvious benefit to all participants are major factors in its success.

It would also appear that the Chamber's role and the staff position devoted to literacy were pivotal factors. The local Chamber of Commerce, because of its standing with the business community, can exert a leadership role in improving the basic skills of the workforce. Of vital importance is the neutral position which this organization must have. Any sponsoring agency must not be a competitor for funding of direct services to students.

The project also pioneered activities and products. The free GED testing was the first of its kind in Pennsylvania - and the first nationally sponsored by a Chamber of Commerce. The resulting manual, sent across the country, could spark similar projects nationwide.

The second product, the Literacy Sensitivity Training Seminar, also broke new ground. Its assumption was that key

company personnel must be trained to become more aware of the literacy needs of their workers.

Finally, the cooperative programming - evidenced by consortium efforts and a three-agency GED class - anticipate a regional approach to literacy planning.

Future direction should include:

1) continuted efforts to establish a neutral leadership role for literacy;

2) dissemination of project products/activities on a wider scale;

3) encouragement of other chambers to adopt/adapt the project.

APPENDIX A

Organizational Involvement

LEHIGH VALLEY CHAMBER NETWORK PROJECT
Local Chamber Information

Chamber_____Telephone_____

Address_____

_____Membership_____

Director, Title_____

Board President_____Company_____

Major Companies_____Employees_____

Staffing_____

Committees_____

Publications_____Deadline_____

Other Infomation_____

Desired Services_____

Meetings (Date, Person, Outcome)

Publications/Materials Disseminated

Presentations/Events

Other

COMMERCIAL DRIVERS:
Read This To Keep Your Job

Bethlehem Area Chamber of Commerce, Hellertown-Lower Saucon Chamber of Commerce, Nazareth Area Chamber of Commerce, Northampton Area Chamber of Commerce, Slate Belt Chamber of Commerce, Two Rivers Area Chamber of Commerce
and
Northampton Community College
will offer a free two-hour Commercial Drivers' License awareness program.

Saturday, May 4th, 1991, 9:00-11:00 a.m.
Northampton Community College, Room CC220
3835 Green Pond Road, Bethlehem, PA

- **Learn More About CDL Testing and Recertification**
  All drivers now holding a Class 2, 3 and 4 license must be relicensed by April, 1992.

- **Take a Practice Test**
  All drivers will have to take a knowledge test. An evaluation test will be offered to assist drivers in determining what training is required in order to pass the exam.

- **Ask Questions!**
  A Certified CDL examiner will be available to answer specific questions.

CALL 861-5579 FOR MORE INFORMATION

REGISTRATION DEADLINE - MAY 1, 1991
No registrations at the door

CDL AWARENESS REGISTRATION FORM

COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
DRIVER NAME _____ SS NO. _____
PHONE NUMBER _____
SIGNATURE _____

Send registration to: Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, PA 18018

TABLE 1

LEHIGH VALLEY CHAMBER NETWORK PROJECT

Comparison of Organizational Involvement

Type of Organization	Number of Organizations by Year 1989 - 90	1990 - 91
Agencies/organizations	26	56
Businesses	132	226
Chamber of Commerce events		104
Northampton Community College Classes		52
Unidentified*		70

*Although a count of attendees was taken at three presentations - Northampton Rotary Club, Hellertown and Schuylkill Chambers of Commerce - there was no indication of which specific businesses were present

TABLE 2

LEHIGH VALLEY CHAMBER NETWORK PROJECT
Organizational Literacy Involvement
1990-91

Company	Activity				
	CDL	GED	Committee	Event	Other
Ace Hardware	x				
Achievement Plus				x	
Adam Meyer Moving	x				
Adams Foundation		x			
Agway Energy Products	x				
Albarell Electric	x				
Allentown-Lehigh County Chamber	x	x	x	x	x
Allentown L.V. Hospital Center		x			
Allentown Literacy Council	x	x	x		
Allentown School District		x			x
Allentown-West Rotary Club		x			
American Council on Education		x			
American Society/Trg & Dev				x	
Angelo Velani & Sons, Inc.	x				
APD Cryogenics				x	
Atochem North America				x	
AT&T		x			
Bangor School District		x	x		
Banko Beverage	x				
Bealer Construction	x				
Bean Contractors	x				
Bell & Howell				x	
Ben Franklin Technology Center				x	x
Berger Sanitation	x				
Beth Hanover Supply	x				
Bethlehem Hearing Aid Center		x			
Bethlehem Public Library		x	x		x
Bethlehem Rotary Club		x			x
Bethlehem-Morning Star Rotary		x			
Bethlehem School District	x	x	x		x
Bethlehem Steel	x	x			x
Bethlehem Vo Tech		x	x	x	x
Bethlehem YMCA		x			
Bethlehem YWCA		x			
BG Provisions	x				
Binney & Smith		x			
Burron Medical Inc.		x	x		x
Casilio, Frank & Sons	x				
Catasauqua Rotary Club		x			
Catasauqua School District		x			
Cedar Crest College		x		x	
Center for Coord. Soc. Svcs.		x			
C. F. Martin Company				x	
Chadwick Telephone		x		x	
Chrin Company	x				

Company	CDL	GED	Committee	Activity Event	Other
City of Bethlehem	x	x		x	x
City of Easton	x				
Clark Lift Services	x				
Coca Cola Bottling Company	x	x			
Collins & Maxwell Construction	x				
Commonwealth of Pennsylvania		x			
Community Services for Children	x				
Cook Composites & Polymers		x			
Coplay Rotary Club		x			
Council of Spanish Spkg Org.		x	x		
Crowder Jr.		x	x		
Department of Public Welfare		x			
Driver's Review	x				
Dual Temp Fuels	x				
Eastern America	x				
Easton Library		x			
Easton Rotary Club		x			
Easton School District		x	x		
Easton YMCA		x			
Emmaus Rotary Club		x			
The Express	x	x			
Falco & May Inc.	x				
Fehnel Farms	x				
Follet Corporation				x	
Franklin Hahn Sawdust	x				
Frick Transfer	x				
Friedmans Express	x				
Fromm Electric Supply	x				
Fuller Company		x	x		
Globe-Times		x			
Good Transport	x				
Good Shepherd Vocational Svcs.		x			
The Greif Companies		x			x
Groller Transport	x				
HCSC Group Purchasing				x	
Hellertown Chamber of Commerce	x	x		x	x
Henry Yeska & Son, Inc.	x				
Hispanic American Organization		x			
Hogar Crea		x			
Holiday Inn of Bethlehem		x	x		
J & J Flock Products, Inc.				x	
Just Born, Inc.			x	x	x
Kalglo Electronics				x	
Kurtz Training Center	x				
Lehigh County Community College	x	x	x	x	x
Lehigh County Vo Tech	x	x			
Lehigh University			x		x
Lehigh Valley Bank		x			
Lehigh Valley Child Care	x	x			
Lehigh Valley Industrial Park			x		
Leiser, Inc.	x				

Company	CDL	GED	Activity Committee	Event	Other
Lincoln Technologies				x	
Len Symons & Son Sanitation	x				
Loersch Corp of Pennsylvania				x	
Macarro Auction Company	x				
Mail Well Envelope				x	
Manufacturing Services Ext. Ctr.				x	
Meridian Bank		x			x
Meteor Maintenance	x				
Moravian Bookstore		x			
Moravian College	x	x	x	x	x
Morris Black & Sons	x				
Nazareth Borough Municip. Auth	x				
Nazareth Building Block	x				
Nazareth School District		x	x		
Northampton Chamber of Commerce	x				x
Northampton Community College	x	x	x	x	x
Northampton County Dev. Corp.				x	
Northampton Rotary Club		x		x	x
Norwood Industrial Const. Co.	x				
Oaks Printing		x			
Oats II		x			
O'Briens Moving & Storage	x				
Olin Hunt Specialty Products				x	
Olson Technologies				x	
Orlando Diefendorfer	x				
Pacesetter Enterprises				x	
Palmeri Corporation	x				
P. D. Lovett & Company				x	
Pen Argyl School District		x	x		
Penn Jersey Paving Materials	x				
Penn State Allentown Campus				x	
Penn. Assoc Adult/Cont. Ed				x	
Pennsylvania Dept of Education		x			x
Pennsylvania Job Service		x	x		x
Pennsylvania Offc of Emp.Secy.		x			
Pereira & Da Silva Const. Inc.	x				
Phi Delta Kappa Lehigh Chapter				x	
Pilot Air Freight	x				
Private Industry Council		x	x		x
Project of Easton		x	x		x
Quakertown School District		x			
Quota Club of Bethlehem				x	
Radisson Hotel Americus Centre		x			
Reading Area Community College			x		
Rexroth Corporation				x	
Richard P. Markulics, Inc.	x				
Ruggieros Trucking	x				
Saucon Valley Country Club	x				
Schuylkill County Chamber				x	
Schuylkill Intermediate Unit			x		

Company	CDL	GED	Activity Committee	Activity Event	Activity Other
Schuylkill Literacy Council			x	x	
Sepwell, Inc.	x				
Service Electric Cable TV		x			
SI Handling				x	
Slate Belt Chamber of Commerce	x	x			x
Slatington Rotary Club		x			
Sleepright, Inc.				x	
Spillman Farmer Architects		x			
Spring Gardens School	x				
STS Trucking	x				
Stanley Vidmar		x			
Suburban Propane	x				
Supermason Enterprises, Inc.	x				
Sure Fit Products	x				
Trans Bridge Lines	x				
Twin County Cable	x				
Two Rivers Chamber of Commerce	x	x		x	x
Upstream Farm Corp	x				
U.S. National Guard Armory		x			
Valley Manor Nursing Home		x			
Victaulic Corporation				x	x
Victoria Vogue, Inc.				x	x
Whitehall Rotary Club		x			
Wiley House		x			
Wilson Products Co, Inc.	x				
Wilson School District	x				
Yellow Freight System	x				
YWCA of Allentown		x			x
Total Participation	74	79	26	43	29
Agencies	4	18	2	3	5
Businesses	59	27	5	24	8
Clubs/organizations	5	14	1	9	7
Educational institutions	6	14	10	5	5
Literacy providers	5	16	15	3	7

TABLE 3

NORTHAMPTON COMMUNITY COLLEGE
Adult Literacy Programs 1990-91
Companies Represented in Small Business Class

Agway
AJ Trunzo Corp
Amenave
Annex
BFW Fance Work
Burron Medical
Bicycle Corp.
Buy-Rite Equipment, Inc.
Cedarbrook Fountain Hill
Clearfield Stage Coach
Collins Restaurant
Color-Tex Corps
Easton Express
Easton Foam
Easton Nursing Center
Eastwood Convalescent
First Lehigh Bank
Harold Blacker Gen
Head Start
Hirisland Optical
Hunterdon Central Reg. HS
Impaco Nazareth
James Deutsch
Kasey Lynn Hellertown
K-Mart
Kraemer Textiles
James River Dixie
Laneco
Lehigh Valley Diner
Lifetime Doors
Lost River Cavern
Maier's Bakery
Malones
March Development
Martinos Guitar
Moravian Hall Nazareth
Muhlenberg Hospital
Nancy's Pets
PB & NE RR Co.
Postal Service
Potts Doggie Shop
Power Printing Bethlehem
Praxis Nursing Home Easton
Prudential
Regis
Schoenen's Market
Seven-Eleven
State Hospital
Shill & American Greetings
Skateway
Synthetic Thread Beth
USR Optonix Inc.
Valley Federal Savings
Zappa Plastic And Co.

GROUP ROSTER
****

03/01/91

Selected status code(s) [ABCDEFLMNPSXZ]
in Group [208]

Group [208] - Tri Valley Literacy Consortium
sorted by Rep name

ID	Representative, Position
2436B	Eleanora Bell, Director of Adult Literacy Northampton Community College 3835 Green Pond Road, Bldg. C Bethlehem, PA 18017 215-861-5429
2571A	Joan Breisch Literacy Council of Reading/Berks County 519 Elm Street Reading,, PA 19601 215-372-7876
2565A	Wendy Bridal Literacy Council of Schuylkill County 118 E. Norwegian Street Pottsville,, PA 17901 717-622-1995
2338A	Louis DeLorenzo Allentown School District William Allen High School 17th & Turner Sts. Allentown, PA 18104 215-820-2352; 215-439-0245
2564B	Carolyn DiGiacomo Lehigh County Community College 609 Hamilton Hall Allentown, PA 18101 215-776-1998
2561A	Grace Dunn Carbon County AVTS 150 W. 13th St. Jim Thorpe, PA 18229 717-325-3682
2357A	Nicholas Facchiano Bethlehem Area School District Education Center 1516 Sycamore St. Bethlehem, PA 18017 861-0500

2564A Lauren Giguere
Lehigh County Community College
609 Hamilton Hall
Allentown, PA 18101
215-776-1998

2562A Thomas Haley
Threshold Rehabilitation Services
1000 Lancaster Avenue
Reading, PA 19607
215-777-7691

2282C Scott Knapp
Lehigh County Community College
2370 Main St
Schrecksville, PA 18078
215-799-1105

2572A Barbara Kowitz
ProJeCt of Easton
130 N. Third Street
Easton, PA 18042
215-258-4361

2285B Linda McCrossan
Allentown Literacy Council
530 Hamilton St., Suite 209
Allentown, PA 18101
215-435-0680

2566A Pieter Miller
Reading Area Community College
10 S. Second Street, Box 1706
Reading, PA 19603
215-372-4721 x204

1024D Joyce H. Morgan, Dean of Com. Education
Northampton Community College
3835 Green Pond Road
Bethlehem, PA 18017
861-5300 FAX 861-5070,861-5060

2570A Ralph Morgan
Schuylkill County Intermediate Unit #29
P. O. Box 130
Mar Lin, PA 17951
717-544-9131

2562B Maureen Nowotarski
Threshold Rehabilitation Services
1000 Lancaster Avenue
Reading, PA 19607
215-777-7691

2563A Bruce Piker
Nazareth Area School District
One Education Plaza
Nazareth, PA 18064
215-759-1730, 759-5628

2569A Judy Rance-Roney
Northampton Community College
3325 Altonah Road
Bethlehem, PA 18017
215-868-7846; 215-758-3235

2567A Harriet Sam
Lutheran Child/Family Services
101 E. Olney Ave, 5th Floor, C-12
Philadelphia, PA 19129

2275A Stephen Viglione
Easton Area School District
Easton Area High School
25th & William Penn Highway
Easton, PA 18042
215-250-2496

2568A Neal Wicoff
Pen Argyl Area School District
501 W. Laurel Avenue
Pen Argyl, PA 18072
215-588-2449, 863-9619

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Count: 21

APPENDIX B

Dissemination

TABLE 4

LEHIGH VALLEY CHAMBER NETWORK PROJECT

Product Dissemination

State/Country	Program	Product*
Arizona	Yuma Union High School District	2
California	Cal State University, Stanislaus	1
	Department of the Navy	2
Canada (New Brunswick)	Oromocto Curriculum Office	2
Connecticut	New London Public Schools	2
Delaware	Delaware Coalition for Literacy	1,2
District of Columbia	GED Testing Service	2
Illinois	Richland Community College	2
	Secretary of State Literacy Office	1,2,3
Michigan	Garden City Public Schools	2
Minnesota	Moorhead School District	2
Mississippi	Starkville School District	2
Nevada	Education Pathways, Ltd.	2
New Jersey	Salem Community College	2
New York	Business Council for Effective Literacy	1
Ohio	Dayton Public Schools	2
	Ohio Department of Education	2
	Ohio State University - ERIC	1,2,3
	Portage Lakes Career Center	2
Oklahoma	Oklahoma Department of Education	2
Pennsylvania	AdvancE PDE Resource Center	1,2,3
	Allentown School District	2
	Bethlehem School District	2
	Catasauqua School District	2
	Dauphin County Technical School	2
	Easton School District	2
	Genesis II (Philadelphia)	2
	Lehigh County Vo-Tech	2
	LVA Lancaster-Lebanon Literacy Council	2
	Pennsylvania Department of Education	2

LEHIGH VALLEY CHAMBER NETWORK PROJECT

Product Dissemination

State/CountryProgram	Product*	
Pennsylvania	Private Industry Council, Lehigh Valley	2
	Uniontown Library	2
	United Way (Johnstown)	2
South Carolina	Clover Adult Education Center	2
	F.E. DuBose Career Center	2
South Dakota	The Right Turn (Pierre GED Test Ctr)	2
Texas	Wharton County Junior College	2
Wisconsin	Moraine Park Technical College	2

*Product Code

1 - Lehigh Valley Chamber Network Project (Final Report)
2 - GED Days in the Lehigh Valley (Manual)
3 - Literacy Sensitivity Training Seminar (Manual)

TABLE 5

LEHIGH VALLEY CHAMBER NETWORK PROJECT

Project Presentations/Events

1990	October	Phi Delta Kappa, Lehigh Chapter
1991	February	Northampton Rotary Club
		Schuylkill County Chamber of Commerce
		Pennsylvania Association for Adult & Continuing Education - 2 sessions "GED Days in the Lehigh Valley" "Lehigh Valley Chamber Network Project"
	March	Manufacturing Services Extension Center "Training: The Inside Track for Manufacturers"
	April	Quota Club of Bethlehem
		Cedar Crest College Hispanic Leadership Program
	May	Hellertown Chamber of Commerce
	October	American Society for Training & Development - Eastern PA Chapter "Workforce Excellence Expo"

APPENDIX C

Literacy Audit Instruments

PURPOSES:

1. To rate how well the student listens to others.
2. To help identify specific listening skills that may be changed or improved to help the student become a more effective listener.

DIRECTIONS:

1. Decide how each statement applies to you or the student being rated.
2. Place a check (✓) in the column on the right that best describes how the statement applies to you or the student being rated.

BE SURE TO . . .

1. Give a rating for each statement.
2. Be as accurate as possible.
3. Mark your ratings carefully.
4. Ask for help reading and understanding a statement, if needed.

This rating provided by:

_____

(Name of Person Doing Rating)

Date: _____

_____

(Name of Student Being Rated)

	a. Much Improvement Needed	b. Could be Improved	c. Acceptable	d. Very Good
1. pushes worries, fears, and problems away when listening				
2. tunes out noises and other distractions				
3. appears interested in what the speaker is saying				
4. tries **not** to let feelings toward the speaker, subject, and occasion interfere with listening process				
5. does **not** try to talk and listen at the same time				
6. puts self in the speaker's position				
7. maintains eye contact with speaker				
8. does **not** annoy or distract the speaker				
9. focuses attention on what the speaker is saying				
10. gives the speaker time to say what he or she has to say				
11. waits until all the facts are in before arguing or making judgments				
12. avoids getting angry with what the speaker is saying				
13. listens to how things are said				
14. listens for what is **not** said				
15. does **not** classify speaker and then fit everything said into what makes sense coming from that type of person				
16. reacts to ideas, **not** the person's personality or looks				
17. can shift attention to many speakers				
18. identifies subtleties in speaker's ideas and feelings from gestures, facial expressions, posture, and so forth				
19. understands and responds to survival words used in emergency situations				
20. tries to understand different dialects, accents, and other unique speech patterns				
TOTAL CHECKS (✓) IN EACH COLUMN	____	____	____	____

©1981 Curriculum Associates, Inc. *Inventory of Essential Skills*

1. What is your understanding of what the team will be doing?

2. How do you **feel** about it?

Bethlehem Area Chamber of Commerce
WORKPLACE TRAINING ASSESSMENT - WRITING SKILLS INVENTORY

Name_____Company_____

Position_____Department_____Date_____

The following is a general list of writing skills. You may find that you call upon some these skills only in your work, only at home, in both places or not at all. Please check each skill for which you might like training, deciding if the training would be useful for work, personal needs or both.

ADDITIONAL TRAINING DESIRED		SKILL
for work	for personal life	
_____	_____	copying information accurately
_____	_____	capitalizing words
_____	_____	spelling words correctly
_____	_____	using punctuation correctly
_____	_____	using correct grammar
_____	_____	writing legibly
_____	_____	writing complete, clear sentences paragraphs
_____	_____	writing clear instructions
_____	_____	writing memos
_____	_____	writing letters
_____	_____	writing reports
_____	_____	taking notes, summarizing information
_____	_____	writing evaluations (of employees, of workshops, etc.)
_____	_____	preparing schedules, charts
_____	_____	completing work forms accurately (work orders, claims, benefits, absence requests, etc.)
_____	_____	completing applications
_____	_____	writing resumes
_____	_____	preparing goals, objectives

What does it mean to be a World Class Manufacturer?

Bethlehem Area Chamber of Commerce
WORKPLACE TRAINING ASSESSMENT - EMPLOYEE INTERVIEW

Employee_____Interviewer_____

Company_____Years of School_____Date_____

Give examples of when you use these skills:	Would you like more training in this?
LISTENING SKILLS	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SPEAKING SKILLS	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
READING SKILLS	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
WRITING SKILLS	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
MATH SKILLS	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EDUCATIONAL GOALS

Likelihood of attending company-sponsored classes (qualifiers?)

Skills needed by co-workers

Bethlehem Area Chamber of Commerce
WORKPLACE TRAINING ASSESSMENT - MATHEMATICS INVENTORY

Name_____Company_____

Position_____Department_____Date_____

The following is a general list of math skills. You may find that you call upon some of these skills only in your work, only at home, in both places or not at all. Please check each skill for which you might like training, deciding if the training would be useful for work, personal needs or both.

ADDITIONAL TRAINING DESIRED		SKILL
<u>for work</u>	<u>for personal life</u>	
_____	_____	counting/reading numbers
_____	_____	doing simple calculations (+-x÷)
_____	_____	fractions
_____	_____	decimals
_____	_____	percents
_____	_____	using a calculator
_____	_____	measuring
_____	_____	estimating
_____	_____	weighing
_____	_____	taking money/making change
_____	_____	working out costs of things
_____	_____	using the 24 hour clock
_____	_____	solving mathematical problems
_____	_____	understanding maps, charts, graphs
_____	_____	calculation of time
_____	_____	calculation of proportion
_____	_____	statistics/probability
_____	_____	metric system
_____	_____	other (_____)

APPENDIX D

Free GED Testing Project

GROUP ROSTER

06/28/91

Selected status code(s) [ABCDEFLMNPSXZ]
in Group [159]

Group [159] - GED
sorted by Rep name

ID	Representative, Position
1913C	Dianne Bott Office of Job Center Field Operations 61 West Walnut Street P. O. Box 1157 Bethlehem, PA 18016-1157 861-2050
2338A	Louis DeLorenzo Allentown School District William Allen High School 17th & Turner Sts. Allentown, PA 18104 215-820-2352; 215-439-0245
2357A	Nicholas Facchiano Bethlehem Area School District Education Center 1516 Sycamore St. Bethlehem, PA 18017-6099 861-0500
2114A	Karen Gartner, Coordinator Extensions Svc Bethlehem Area Public Library 11 W. Church Street Bethlehem, PA 18018-5804 867-3761
1918A	Julio Guridy, Executive Director Council of Spanish Speaking Organizations 520 East Fourth Street Bethlehem, PA 18015-1804 868-7800
2277A	Ellen Kern Allentown-Lehigh County Chamber of Commerce 462 WALNUT ST ALLENTOWN, PA 18102-5497 437-9661
2448A	Joseph Kornfeind, President Coplay Rotary Club 124 Hillcrest Drive R.D. #2 Coplay, PA 18037-9802 262-7980

1008C Edward Kozlowski, Sr.V.P. Human Resources
Burron Medical, Inc.
824 - 12th Avenue
Bethlehem, PA 18018
266-0500

2013B Susan Kraus
Greif Companies, The
939 Marcon Boulevard
Allentown, PA 18001
266-2201

2040D Joan Lipiec, Literacy Coordinator
Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, PA 18018
867-3788

2348A Christine Mondschein
Catasaqua High School
850 Pine St.
Catasaqua, PA 18032-1099
264-0506

2296A Gail Mrowinski
Private Industry Council
323 Hanover Street
Bethlehem, PA 18018-5607
865-3681; 865-5423

2070E Danielle Reinard, Human Resources Manager
Binney & Smith Inc.
1100 Church Lane
Easton,, PA 18042-9086
253-6271 FAX 250-5768

1990C Edward Rice, AFL-CIO Community Services Rep
United Way of Northampton & Warren Counties
520 E. Broad Street
P. O. Box 710
Bethlehem, PA 18016-0710
867-3748

2290C Joseph Smar, GED Examiner
Lehigh County Vocational Technical School
2300 Main St.
Schnecksville,, PA 18078-9329
799-1372; 799-1357

2275A Stephen Viglione
Easton Area School District
Easton Area High School
25th & William Penn Highway
Easton, PA 18042
215-250-2496

2306A Kenneth Wallick
Pennsylvania Department of Education
Div. of Adult Basic & Literacy Education
6th Floor, 333 Market St.
Harrisburg, PA 17126-0001
717-787-5532

==========

Count: 17

THE GED:

YOU DESERVE IT.

If you would like to take the General Educational Development test to earn a certificate of high school equivalency, here is important information.

THE GED TEST WILL BE OFFERED FREE NOVEMBER 10-17, 1990, AT THESE LOCATIONS:

- **William Allen High School**, Allentown — 820-2352
- **Catasauqua High School**, Catasauqua — 264-0506
- **Easton Area High School**, Easton — 250-2496
- **Lehigh County Vo-Tech School**, Schnecksville — 799-1322
- **Liberty High School,** Bethlehem — 691-7200

The GED can:

- lead to new employment opportunities.
- help you advance in your current job.
- prepare you for higher education and training.
- help you to help your children.
- be a source of personal accomplishment.

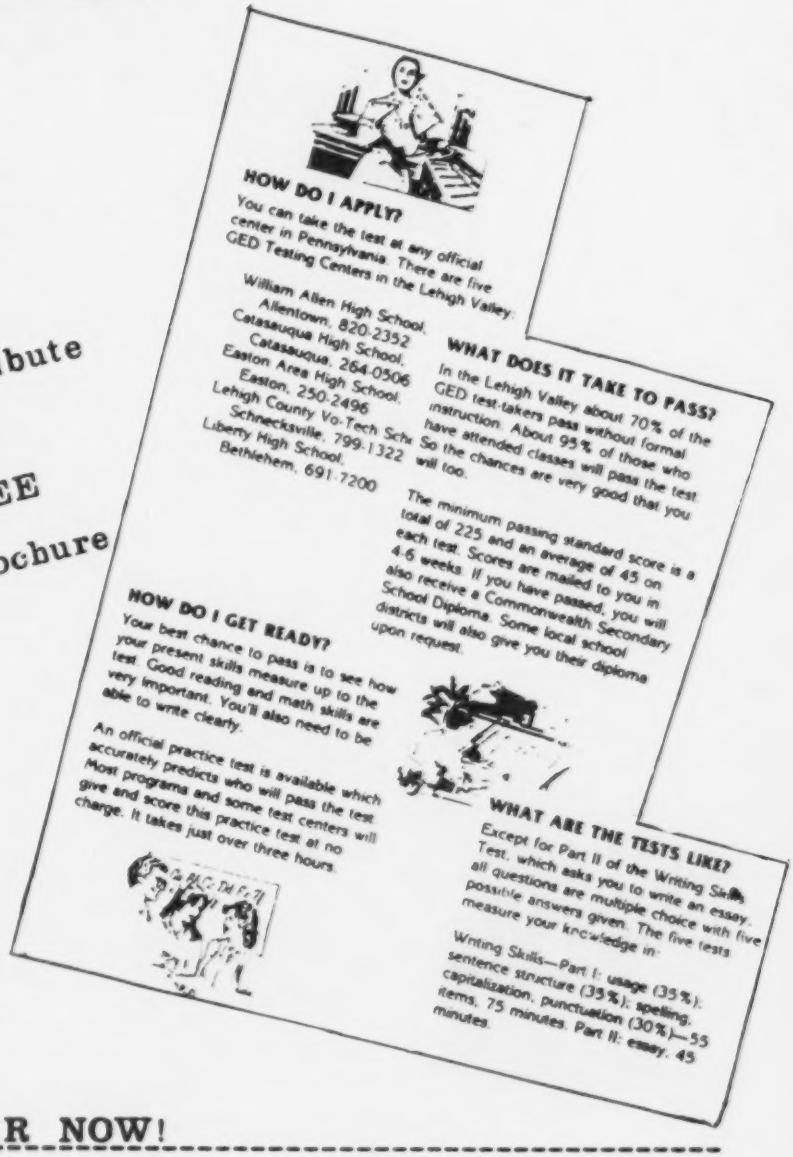
FOR MORE INFORMATION CALL:

- ☎ Allentown-Lehigh County Chamber of Commerce at 437-9661
- ☎ Bethlehem Area Chamber of Commerce at 867-3788
- ☎ Two Rivers Area Chamber of Commerce at 253-4211

BEST COPY AVAILABLE

Help your ▸CLIENTS ▸CUSTOMERS ▸EMPLOYEES get their GED!

just display or distribute this FREE brochure


HOW DO I APPLY?
You can take the test at any official center in Pennsylvania. There are five GED Testing Centers in the Lehigh Valley:
William Allen High School, Allentown, 820-2352
Catasauqua High School, Catasauqua, 264-0506
Easton Area High School, Easton, 250-2496
Lehigh County Vo-Tech Schu Schnecksville, 799-1322
Liberty High School, Bethlehem, 691-7200
WHAT DOES IT TAKE TO PASS?
In the Lehigh Valley about 70% of the GED test-takers pass without formal instruction. About 95% of those who have attended classes will pass the test. So the chances are very good that you will too.
The minimum passing standard score is a total of 225 and an average of 45 on each test. Scores are mailed to you in 4-6 weeks. If you have passed, you will also receive a Commonwealth Secondary School Diploma. Some local school districts will also give you their diploma upon request.
HOW DO I GET READY?
Your best chance to pass is to see how your present skills measure up to the test. Good reading and math skills are very important. You'll also need to be able to write clearly.
An official practice test is available which accurately predicts who will pass the test. Most programs and some test centers will give and score this practice test at no charge. It takes just over three hours.
WHAT ARE THE TESTS LIKE?
Except for Part II of the Writing Skills Test, which asks you to write an essay, all questions are multiple choice with five possible answers given. The five tests measure your knowledge in:
Writing Skills—Part I: usage (35%); sentence structure (35%); spelling, capitalization, punctuation (30%)—55 items, 75 minutes. Part II: essay, 45 minutes.

ORDER NOW!

Name_____Organization_____

Address_____City_____Zip_____

_____Number of FREE brochures desired (order in multiples of 50, 100 or 1000)

Mail to: Joan Lipiec
Bethlehem Area Chamber of Commerce
459 Old York Road
Bethlehem, PA 18018

HOW DO I GET READY?

Your best chance to pass is to see how your present skills measure up to the test. Good reading and math skills are very important. You'll also need to be able to write clearly.

An official practice test is available which accurately predicts who will pass the test. Most programs and some test centers will give and score this practice test at no charge. It takes just over three hours.

If you want to study on your own, you may buy books at local bookstores or use them at public libraries. Ask a friend or relative to help you with areas of difficulty. Or check to see if the library has a volunteer tutor to work with you. Bethlehem Vo-Tech has computer-aided instruction available in its library—you need only call for an appointment.

Often cable and public television stations have a GED-on-TV program. They usually require purchasing study materials. In this area, the Learning Channel offers GED preparation.

Classes are another way to prepare for the GED and most are free. These programs will help you evaluate your readiness and target areas for study. They also recognize the other demands made on your life. Some may even offer support services such as child care. Classes locally are offered at:

Allentown School District, 820-2352
Bangor/Pen Argyl, 588-2449
Bethlehem School District, 691-7200
Easton School District, 250-2496
Lehigh County Community College, 776-7998
Lehigh County Vo-Tech, 799-1322
Nazareth School District, 759-3350
Northampton Community College, 861-5427
Private Industry Council, 437-5627

Several other programs provide tutoring assistance for those who would like to improve their reading skills or learn English as a Second Language. They are:

Allentown Literacy Council, 435-0680
Bethlehem Area Public Library, 867-7852
ProJeCt of Easton, 258-4361

Printing courtesy of

Rotary *Clubs*

Allentown-West
Bethlehem
Bethlehem-Morning Star
Catasauqua
Coplay
Easton
Emmaus
Nazareth
Northampton
Slatington
Whitehall

Handing YOU YOUR Future

IN THE LEHIGH VALLEY

ged

WHY TAKE THE GED?

Because you deserve a second chance for a diploma. The tests of General Education Development (GED) were developed by The American Council on Education so that people like you could show they have the skills and abilities expected of a high school graduate. *You might see the GED as a means to a better job, promotion or more income.* Maybe you want to help your kids. You may need it to enroll in college or advanced training. Or, you may just want to prove to yourself that you can do it.

CAN I TAKE THE GED?

Yes, if you are at least 18 years old and not a high school student. Special permission is sometimes given to 16-18 year olds when an employer, school or recruiting officer makes a written request.

WHAT ARE THE TESTS LIKE?

Except for Part II of the Writing Skills Test, which asks you to write an essay, all questions are multiple choice with five possible answers given. The five tests measure your knowledge in:

Writing Skills—Part I: usage (35%); sentence structure (35%); spelling, capitalization, punctuation (30%)—55 items, 75 minutes. Part II: essay, 45 minutes.

Social Studies: history (25%); economics (20%); political science (20%), behavioral science (20%), geography (15%)—64 items, 85 minutes.

Science: life science (50%), physical science (50%)—66 items, 95 minutes.

Interpreting Literature and the Arts: popular literature (50%), classical literature (25%), commentary on literature and the arts (25%)—45 items, 65 minutes.

Mathematics: arithmetic (50%), algebra (30%), geometry (20%)—56 items, 90 minutes.

You can request the test in Spanish or French if that is your first language. You can also request special testing conditions if you are handicapped.

HOW DO I APPLY?

You can take the test at any official center in Pennsylvania. There are five GED Testing Centers in the Lehigh Valley:

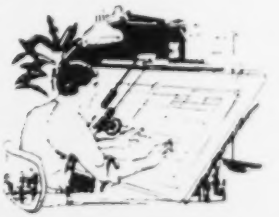
William Allen High School,
Allentown, 820-2352
Catasauqua High School,
Catasauqua, 264-0506
Easton Area High School,
Easton, 250-2496
Lehigh County Vo-Tech School,
Schnecksville, 799-1322
Liberty High School,
Bethlehem, 691-7200

Testing is usually offered once per month but fees, schedules and registration procedures differ for each center. Test fees range from $30 to $40. It's best to call the center of your choice for specific information.

WHAT DOES IT TAKE TO PASS?

In the Lehigh Valley about 70% of the GED test-takers pass without formal instruction. About 95% of those who have attended classes will pass the test. So the chances are very good that you will too.

The minimum passing standard score is a total of 225 and an average of 45 on each test. Scores are mailed to you in 4-6 weeks. If you have passed, you will also receive a Commonwealth Secondary School Diploma. Some local school districts will also give you their diploma upon request.



If you fail, there is no penalty. You may retake the test after 90 days—or sooner if the examiner agrees. Although you need not retake all five tests, it is to your advantage to do so. The highest scores from each test are used to determine the final score.

TABLE 6

LEHIGH VALLEY CHAMBER NETWORK PROJECT

Comparison of GED Examinees by Location

Coverage area	Number Tested 1989	1990	Percent Increase
Commonwealth of Pennsylvania	21,258	25,030	17
Total Lehigh Valley	733	933	27
Allentown High School	142	185	30
Catasauqua High School	28	50	79
Easton High School	176	224	27
Lehigh County Vo-Tech	215	268	25
Liberty High School	172	206	18

APPENDIX E

Publicity Materials

LEHIGH VALLEY LITERACY SERVICES

PROVIDER		English as a Second Language	Literacy/Numeracy (beginning reading, math skills)	Adult Basic Education (intermediate reading, writing, math skills)	GED (secondary level skills, diploma preparation)	Work-site Classes	Provider-site Classes	Tutors	Tutor Training	Computer-aided Instruction	Speakers	Job Task Analysis	Employee Skill Assessment	Literacy Sensitivity Training (for managers)	GED Testing	Career/Job Assistance
Allentown Literacy Council	435-0680	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		
Allentown School District	820-2352	◆	◆	◆	◆		◆								◆	
Bethlehem Area Public Library	867-7852	◆	◆					◆	◆	◆						◆
Bethlehem Area School District	691-7200	◆	◆	◆	◆		◆		◆						◆	
Bethlehem Area Vo-Tech School	866-8013				◆					◆						
Catasauqua School District	264-0506														◆	
Easton Area School District	250-2496	◆		◆	◆		◆								◆	
Lehigh County Community College	776-1998	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆		◆			◆
Lehigh County Vo- Tech School	799-1322				◆		◆								◆	
Nazareth Area School District	759-3350	◆	◆	◆	◆		◆	◆	◆							
Northampton Community College	861-5427	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆			◆
Pen Argyl Area School District	588-2449	◆	◆	◆	◆		◆	◆	◆	◆	◆	◆				
Private Industry Council	437-5627	◆	◆	◆	◆		◆			◆	◆		◆			◆
ProJeCt of Easton	258-4361	◆	◆	◆			◆	◆	◆	◆	◆			◆		

American Society for Training & Development
Allentown - Lehigh County Chamber of Commerce
Bethlehem Area Chamber of Commerce
Two Rivers Are Chamber of Commerce

cordially invite you to exhibit
at the

Workplace Excellence Expo

Thursday, October 10, 1991
4:00 - 9:00 p.m.
Holiday Inn - Bethlehem

Keynote Speaker
Senator Roy Afflerbach
"Train the Valley's Workforce - Put Quality to Work!"

- Take a leadership role in preparing the Valley's workforce for the challenge of the future
- Gain exposure for your training products and service
- Network with training and development professionals
- Connect with potential clients

Registration Form

Company _____ Contact _____ Phone _____
Address _____
Send $120 payable to ASTD - Eastern PA Chapter
Mail to: Linc Coffin
Director, Management Institute
Cedar Crest College
Allentown, PA 18104-6196

REGISTER BEFORE AUGUST 30